



## MEETING MINUTES

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### East Marshall Community School District

204 West Center Street

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Gilman, Iowa 50106

Ph. (641) 498-7481/Fax (641) 498-2035

Anthony Ryan, Superintendent

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Matt Rasmusson	Kim Tarbell	Cathy DeBondt	Riley Myers
High School Princ.	M.S. Princ.	Elementary Princ.	Business Manager
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### NOTICE OF ANNUAL AND REGULAR BOARD MEETING

You are hereby notified that the Board of Education of the East Marshall Community School District will conduct an Annual and Regular School Board meeting in the District Office in Gilman, Iowa on Monday, November 21st at 6:30pm. At the meeting, the tentative agenda will be as follows:

#### Attendees

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##### Voting Members

Andrea Terrones, Board President

Elizabeth Crandon, Board Vice President

Terri Hungerford, Board Member

AnnDee Bloom, Board Member

Holly Thomas, Board Member

##### Non-Voting Members

Anthony Ryan, Superintendent

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#### 1. Call Meeting to Order, Read the Mission Statement, and Approve Agenda

Chairman Terrones called the regular meeting to order at 6:31 p.m. Members present: Andrea Terrones, Elizabeth Crandon, Terri Hungerford, Ann Dee Bloom, and Holly Thomas. Members Absent: None. Also in attendance are Principals Cathy DeBondt and Kim Tarbell; Administrative Assistant Allison Frost; Citizens. Board member Hungerford read the District's mission statement.

Motion to approve the Agenda:

Motion made by: Elizabeth Crandon

Motion seconded by: Holly Thomas

Voting:

Andrea Terrones - Yes

Elizabeth Crandon - Yes  
Terri Hungerford - Yes  
AnnDee Bloom - Yes  
Holly Thomas - Yes

## **2. Greet Visitors and Hear Citizen Concerns and Comments**

The Board greeted visitors. No comments or concerns from citizens.

## **3. Discussion IASB Annual Conference.**

Mr. Ryan stated that he attended the Thursday session, along with Board members Terrones, Crandon, Hungerford and Bloom. The East Marshall School Board was recognized and was an award recipient at the IASB Annual Convention. The recognition is for committing over 100 hours of school board leadership learning. All service learning hours are volunteer hours and focused on school board leadership development. Board Members discussed the experience and mentioned some of the speakers from the Learning Sessions.

### **A. Recognition of IASB Board Service Team Award.**

### **B. Discussion of IASB Annual Convention Learning Sessions at Annual IASB Convention.**

## **4. Annual Meeting**

### **A. Call Meeting to Order by Temporary President, Roll Call, Read the Mission Statement, and Appointment of Officers.**

#### **a. Appoint Temporary President to Reside Nomination of Board President.**

Motion by Crandon and second by Bloom to appoint Superintendent Anthony Ryan as temporary Board President to conduct the management of nominations of Board President for the 2022-2023 year.

Motion made by: Elizabeth Crandon

Motion seconded by: AnnDee Bloom

Voting:

Andrea Terrones - Yes

Elizabeth Crandon - Yes

Terri Hungerford - Yes

AnnDee Bloom - Yes

Holly Thomas - Yes

#### **b. Election of President.**

Mr. Ryan called for nominations for Board President. Board Member Bloom nominated Andrea Terrones. Mr. Ryan called to cease nominations for Board President. All in favor. The motion carried.

The oath of office was administered.

Motion made by: Elizabeth Crandon

Motion seconded by: AnnDee Bloom

Voting:

Andrea Terrones - Yes  
Elizabeth Crandon - Yes  
Terri Hungerford - Yes  
AnnDee Bloom - Yes  
Holly Thomas - Yes

**c. Election of Vice President**

Chairman Terrones called for nominations for Board Vice President. Board Member Thomas nominated Elizabeth Crandon. Chairman Terrones called to cease nominations for Board Vice President. All in favor. The motion carried.

The oath of office was administered.

Motion made by: Holly Thomas

Motion seconded by: Terri Hungerford

Voting:

Andrea Terrones - Yes  
Elizabeth Crandon - Yes  
Terri Hungerford - Yes  
AnnDee Bloom - Yes  
Holly Thomas - Yes

**B. Approval of Naming Bank Depositories.**

Citizens Savings Bank, 1st Interstate Bank , and ISJIT.  
Motion by Crandon and Second by Hungerford. All in favor.

Motion made by: Elizabeth Crandon

Motion seconded by: Terri Hungerford

Voting:

Andrea Terrones - Yes  
Elizabeth Crandon - Yes  
Terri Hungerford - Yes  
AnnDee Bloom - Yes  
Holly Thomas - Yes

**C. Approval of Authorization of Bank Account Access.**

Approval of President Andrea Terrones, vice-president Elizabeth Crandon , board secretary, superintendent's administrative assistant Allison Frost, and superintendent Anthony Ryan to be authorized to be on the banking paperwork, authorized to have access to the banking accounts, and authorized to make changes.

Approval of Authorization of Bank Account Access, as stated.

Motion to approve as stated by Hungerford and Second by Crandon. All in favor.

Motion made by: Terri Hungerford

Motion seconded by: Elizabeth Crandon

Voting:

Andrea Terrones - Yes  
Elizabeth Crandon - Yes  
Terri Hungerford - Yes  
AnnDee Bloom - Yes

Holly Thomas - Yes

**D. Approval of Bank Account Authorized Signers.**

Approval of Board Secretary, School Business Official, Administrative Assistant Allison Frost, Superintendent Anthony Ryan as bank account authorized signers for all East Marshall CSD bank accounts.

Motion to approve as stated by Hungerford and Second by Crandon. All in favor.

Motion made by: Terri Hungerford

Motion seconded by: Elizabeth Crandon

Voting:

Andrea Terrones - Yes

Elizabeth Crandon - Yes

Terri Hungerford - Yes

AnnDee Bloom - Yes

Holly Thomas - Yes

**E. Approval of President's Designee to Sign Checks and Use Signature Stamp on Approved Contracts.**

Approval of President's Designee to Sign Checks and Use Signature Stamp on Approved Contracts. Allison Frost, Administrative Assistant, is authorized to use Andrea Terrones signature stamp when needed. Motion by Crandon and Second by Hungerford. All in favor.

Motion made by: Elizabeth Crandon

Motion seconded by: Terri Hungerford

Voting:

Andrea Terrones - Yes

Elizabeth Crandon - Yes

Terri Hungerford - Yes

AnnDee Bloom - Yes

Holly Thomas - Yes

**F. Approval Board Meeting Dates for 2022-2023 School Year.**

The Board discussed the change of the March and April 2023 meetings. Meetings will be held on March 22, 2023 and April 5, 2023.

Motion to approve by Crandon and Second by Hungerford. All in favor.

Motion made by: Elizabeth Crandon

Motion seconded by: Terri Hungerford

Voting:

Andrea Terrones - Yes

Elizabeth Crandon - Yes

Terri Hungerford - Yes

AnnDee Bloom - Yes

Holly Thomas - Yes

**G. Approval of Naming of Official Publication.**

Approval of Naming of Official Publication. Marshalltown Times Republican.

Motion to approve by Crandon and Second by Hungerford. All in favor.

Motion made by: Elizabeth Crandon

Motion seconded by: Terri Hungerford

Voting:

Andrea Terrones - Yes  
Elizabeth Crandon - Yes  
Terri Hungerford - Yes  
AnnDee Bloom - Yes  
Holly Thomas - Yes

**5. Approve Consent Agenda**

Mr. Ryan stated that there is an addition to the Fundraising requests--Battery fundraiser. Board member Hungerford explained the Battery Fundraiser. The Board requests to pull items B, C, F, G, I, and J.

Motion to approve items A, D, H, and K as presented by Crandon and Second by Hungerford. All in favor.

Motion made by: Elizabeth Crandon

Motion seconded by: Terri Hungerford

Voting:

Andrea Terrones - Yes  
Elizabeth Crandon - Yes  
Terri Hungerford - Yes  
AnnDee Bloom - Yes  
Holly Thomas - Yes

**A. Good Things in Schools**

**a. Bells and Whistles**

**b. Other**

**B. Approval of Board Meeting Minutes**

The Board reviewed minutes from 09/19/22, 10/03/22, and 10/17/22.

Motion to approve by Crandon and Second by Hungerford. All in favor.

Motion made by: Elizabeth Crandon

Motion seconded by: Terri Hungerford

Voting:

Andrea Terrones - Yes  
Elizabeth Crandon - Yes  
Terri Hungerford - Yes  
AnnDee Bloom - Yes  
Holly Thomas - Yes

**C. Approval of Bills, Invoices, and Financial Statements**

The Board requested explanation of the invoice for Waverly Shell-Rock CSD. Mr. Ryan gave the board members explanation. No other questions.

Motion to approve by Hungerford and Second by Bloom. All in favor.

Motion made by: Terri Hungerford

Motion seconded by: AnnDee Bloom

Voting:

Andrea Terrones - Yes

Elizabeth Crandon - Yes

Terri Hungerford - Yes

AnnDee Bloom - Yes

Holly Thomas - Yes

**D. Approve donations and fundraisers .**

Donation of 2 basketball goalsetter pads at Laurel was approved.

Fundraisers approved: Jr Class to sell batteries for Prom; Jr Class to sell coffee and cocoa at home basketball and wrestling meets for Prom; American Heart Challenge to fund PE Equipment.

**E. Approve Interagency Special Education Agreement(s).**

No Interagency Special Education Agreements to present.

**F. Approval of Dishwasher Replacement at Middle School.**

Discussion on the purchase of a new dishwasher for the Middle School. Mr. Ryan stated that Mr. Goudling has been in contact with Goodwin Tucker regarding the purchase. Once approved, Mr. Goudling will get the purchase and installation scheduled.

Motion to approved by Thomas and Second by Crandon. All in favor.

Motion made by: Holly Thomas

Motion seconded by: Elizabeth Crandon

Voting:

Andrea Terrones - Yes

Elizabeth Crandon - Yes

Terri Hungerford - Yes

AnnDee Bloom - Yes

Holly Thomas - Yes

**G. Approval of Floor Scrubber for Middle School.**

Discussion on the purchase of 3 new floor scrubbers. This will be one for each building. Purchase will be made from Central Iowa Distributing.

Motion to approve by Hungerford and Second by Bloom. All in favor.

Motion made by: Terri Hungerford

Motion seconded by: AnnDee Bloom

Voting:

Andrea Terrones - Yes

Elizabeth Crandon - Yes

Terri Hungerford - Yes

AnnDee Bloom - Yes

Holly Thomas - Yes

**H. Accept and Approval of Bid & Sale of Outdated and Unusable Vending Machine.**

One bid was received for the outdated and unusable vending machine. The bid was accepted and the

bidder will be notified.

## **I. Approvals of Open Enrollment**

Discussion was held on transportation for the 3 students that are open enrolling to Marshalltown due to Marshalltown being better equipped to staff the students and meet their needs. Due to the situation, an agreement has been made that allows a Marshalltown school bus to come into East Marshall District to pick up these students. This agreement is for these students only.

Open enrollments In and Out approved as presented.

Motion to approve by Crandon and Second by Hungerford. All in favor.

Motion made by: Elizabeth Crandon

Motion seconded by: Terri Hungerford

Voting:

Andrea Terrones - Yes

Elizabeth Crandon - Yes

Terri Hungerford - Yes

AnnDee Bloom - Yes

Holly Thomas - Vote Not Recorded

### **a. Open Enrollment IN**

### **b. Open Enrollment OUT**

## **J. Approvals on Resignations, Retirements & Contracts**

### **a. Resignations**

Discussion was held regarding the resignation of a 6th grade teacher. The Board decided to approve the resignation, with a request for BoEE to be notified due to teacher not fulfilling contract.

Other resignations approved as presented: Trent Taylor resigned from High School Cross Country coach; Neal VanErsvelde resigned from Middle School Football Coach.

Motion made by: Holly Thomas

Motion seconded by: Elizabeth Crandon

Voting:

Andrea Terrones - Yes

Elizabeth Crandon - Yes

Terri Hungerford - Yes

AnnDee Bloom - Yes

Holly Thomas - Yes

### **b. Retirements**

No Retirements to present.

### **c. Contracts**

Mr. Ryan advised the Board that Amy Gage, Food Service Manager has requested Laurel kitchen staff Jeanne Snyder to have 15 minutes added to her day to allow additional time to complete

duties.

Mr. Ryan also requested bus driver Dave Ash to have his contract revised. He is requesting an increase in his salary to his past wage prior to his retirement.

Additional day per week is being added to Deanna Berkey's contract for a total of 4 days per week. This will begin November 10, 2022.

Contracts approved: Zach Underhill as Middle School Wrestling Coach \$2243; Maria Balderas as High School Associate \$10.50/hour; Jerod Staton as Elementary Teacher (starting in January 2023) \$20,485.

Volunteers approved: Robert Widmer and Garrett Kerber for High School and Middle School Wrestling.

Motion made by: Terri Hungerford

Motion seconded by: AnnDee Bloom

Voting:

Andrea Terrones - Yes

Elizabeth Crandon - Yes

Terri Hungerford - Yes

AnnDee Bloom - Yes

Holly Thomas - Yes

## **K. Reports from Principals and Directors**

### **a. High School, Middle School, and Elementary Principals**

### **b. Buildings & Grounds Director**

### **c. Technology Director Report**

## **6. Approval of JH/HS Girls' Wrestling Sharing Agreement with South Tama and Adding Meskwaki Schools to the HS Boys' Wrestling Sharing Agreement.**

Discussion and approval on the JH and HS Girls Wrestling Sharing agreement with South Tama as well as adding Meswaki Schools to the HS Boys Wrestling Sharing Agreement.

Motion to approve by Hungerford and Second by Crandon. All in favor.

Motion made by: Terri Hungerford

Motion seconded by: Elizabeth Crandon

Voting:

Andrea Terrones - Yes

Elizabeth Crandon - Yes

Terri Hungerford - Yes

AnnDee Bloom - Yes

Holly Thomas - Yes

## **7. Approval of SBRC Request for Increased Allowable Growth for Enrollment, Open Enrollment Out, and LEP.**

Mr. Ryan reviewed the SBRC request for increased allowable growth for increased enrollment, open



enrollment out, and LEP instruction beyond five years. Motion by Hungerford, second by Bloom to approve the SBRC request of \$93,951 for increase in the District's open enrollment out and an SBRC request of \$1,567 for LEP Instruction Beyond 5 Years.

Discussion on the approval of SBRC Request for Increased Allowable Growth for Enrollment, Open Enrollment Out, and LEP.

Motion to Approve by Crandon and Second by Hungerford. All in favor.

Motion made by: Elizabeth Crandon

Motion seconded by: Terri Hungerford

Voting:

Andrea Terrones - Yes

Elizabeth Crandon - Yes

Terri Hungerford - Yes

AnnDee Bloom - Yes

Holly Thomas - Yes

#### **8. Approval of Second and Final Reading of Policy Primer HF 802/Curriculum Materials.**

Discussion on the Approval of Second and Final Reading of Policy Primer HF 802/Curriculum Materials.

Motion by Hungerford and Second by Bloom. All in favor.

Motion made by: Terri Hungerford

Motion seconded by: Elizabeth Crandon

Voting:

Andrea Terrones - Yes

Elizabeth Crandon - Yes

Terri Hungerford - Yes

AnnDee Bloom - Yes

Holly Thomas - Yes

#### **9. Approval of School Bus Purchase Adjustment.**

Mr. Ryan stated that we had some additional costs with the purchase of the two new buses. They are costs being imposed by the manufacturer, Blue Bird Body Company. Each bus was an additional \$3,500.00.

Motion made by: Holly Thomas

Motion seconded by: AnnDee Bloom

Voting:

Andrea Terrones - Yes

Elizabeth Crandon - Yes

Terri Hungerford - Yes

AnnDee Bloom - Yes

Holly Thomas - Yes

#### **10. Discussion and Approval of Stipend Requests.**

Discussion on the stipend requests of 4 staff members. The board members decided that one staff member meets all of the required criteria which was established over the summer. The Board would like to do some further research and come up with some ideas for retention of staff.

Motion to approve stipend request for Scott Wheater by Hungerford and Second by Crandon. All in Favor.

Motion to table the other 3 until next meeting by Crandon and Second by Hungerford. All in Favor

Motion made by: Terri Hungerford

Motion seconded by: Elizabeth Crandon

Voting:

Andrea Terrones - Yes

Elizabeth Crandon - Yes

Terri Hungerford - Yes

AnnDee Bloom - Yes

Holly Thomas - Yes

#### **11. Approval of Snow Removal Bids 2022-2023.**

The District received one bid for snow removal. Taylor Devig with Devig Services was awarded the bid for the 2022-2023 year.

Motion to approve by Hungerford and Second by Bloom. All in favor.

Motion made by: Terri Hungerford

Motion seconded by: AnnDee Bloom

Voting:

Andrea Terrones - Yes

Elizabeth Crandon - Yes

Terri Hungerford - Yes

AnnDee Bloom - Yes

Holly Thomas - Yes

#### **12. Board Professional Development Dialogue/Activity.**

The Board stated they will focus on this topic next month.

#### **13. Approval of New Gym Basketball Hoop Retention System.**

Discussion on the approval of new gym basketball hoop retention system. Mr. Ryan stated that Mr. Goulding will get some quotes but that they are considering of taking the route of a keyed system vs touchpad. The board approved the purchase, up to \$20K.

Motion to approve as stated above by Hungerford and Second by Bloom. All in favor.

Motion made by: Terri Hungerford

Motion seconded by: AnnDee Bloom

Voting:

Andrea Terrones - Yes

Elizabeth Crandon - Yes

Terri Hungerford - Yes

AnnDee Bloom - Yes

Holly Thomas - Yes

#### **14. Discussion of IASB Annual Convention.**

Board members stated this topic will be discussed further at the December 5th meeting.

**15. Discussion on Legislative Dinner (Dec. 7th).**

Legislative Dinner is scheduled for December 7th at 6pm at the High School. A couple of state legislators have confirmed that they plan to attend.

**16. Superintendent Report.**

Mr. Ryan stated that the winter holiday concerts will be held in the next few weeks; That we are waiting for the assessment reports from the district safety vulnerability assessments that occurred at the end of October. East Marshall CSD has done great work to be ahead of many other districts when it comes to school safety; Legislative Dinner on December 7th. All 3 of our local legislators have committed to be in attendance; Reminder that the December board meeting is on the 5th at 4:30 p.m. at the High School.

**17. Closed Session pursuant to Code of Iowa 21.5.1(i).**

Motion to go into Closed Session at 8:22 p.m. made by Crandon and Second by Hungerford. Allison Frost took Roll Call to determine a quorum. Members present: Andrea Terrones, Elizabeth Crandon, Terri Hungerford, Ann Dee Bloom, and Holly Thomas. Members Absent: None.

Motion made by: Elizabeth Crandon

Motion seconded by: Terri Hungerford

Voting:

Andrea Terrones - Yes

Elizabeth Crandon - Yes

Terri Hungerford - Yes

AnnDee Bloom - Yes

Holly Thomas - Yes

**18. Adjourn**

Motion to Adjourn at 9:52 p.m.

Motion made by: AnnDee Bloom

Motion seconded by: Elizabeth Crandon

Voting:

Andrea Terrones - Yes

Elizabeth Crandon - Yes

Terri Hungerford - Yes

AnnDee Bloom - Yes

Holly Thomas - Yes